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OFFICE OF
Indian Affairs
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Carlisle School

Forwards applica.
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leave absence

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35270

Indian Office

Incl. No. 1

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School.

CARLISLE, PA

School,

Agency.

June 6, 1903

R. H. Pratt
Col. & Supt.

Forwards application of

Ed. A. Lau

Carriagemaker
(Applicant's position.)

for 27 days' leave of absence.

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.

Handwritten notes and signatures on the right page, including "R. H. Pratt" and "Ed. A. Lau".

612.

Department of the Interior,

INDIAN SCHOOL SERVICE,
Indian Industrial School

CARLISLE, PA School,

June 6, 1903

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for ~~twenty-seven~~
(27) days, from 1st day of July to 2nd day
of August, both inclusive, but excluding holidays and Sundays.
*

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Ed A Lau
(Sign full name.)

Carrage Maker
(Position of applicant.)

Through the Superintendent at
(Superintendent,)

Carlisle, Pa
(School.)

Respectfully forwarded. This applicant has been absent
since January 1st of the present year, as follows: Annual leave
_____ days; sick _____ days; without pay _____ days.

This application is therefore _____ approved, with recommendation
that the same be _____ granted _____ pay, for the following reasons:
(not) (with or without)

Annual leave

Very respectfully,

Edgar A. Allen
(Superintendent)

Acting Supt.
(Superintendent)

I recommend that the above application be _____

_____, U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

35270

Indian Office

Incl. No. 2

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Pa. Agency

June 6, 1903.

Edgar A. Allen, Acting Supt.

(Agent or Supt.)

Forwards application of

Frank T. Reising

Teacher

(Applicant's position.)

for Twenty-six days' leave of absence,

with pay and eight(8)

E. days without pay

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REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and if favorable it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.

2. Day school and temporary employees are not allowed leaves of absence with pay.

3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.

4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.

5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.

6. Sundays and days declared to be public holidays by law or Executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.

7. Applications for summer leaves must be forwarded not later than June 15.

[Faint handwritten notes and signatures on the right page]

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Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

School, June 6, 1903

The Honorable
The Commissioner of Indian Affairs.

Sir:

I have the honor to request a leave of absence for twenty-six (26) days, from 23rd day of July to 31st day of August, both inclusive, but excluding holidays and Sundays.
* Also from August 22nd to August 29th without pay.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Frank T. Reising

(Sign full name.)

Teacher

(Position of applicant.)

Through the superintendent at Carlisle, Pa.

(Superintendent.)

(School.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave _____ days; sick _____ days; without pay _____ days.

This application is therefore _____ approved, with recommendation that the same be _____ granted _____ (or dis) _____ (not) _____ (with or without) _____ pay, for the following reasons:

26 days annual leave nd
8 " without pay, as requested

Very respectfully,

Edgar Allen

Acting Supt.

(Superintendent.)

I recommend that the above application be _____

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.

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OFFICE OF
Indian Affairs

Encl. 3

1903

APPLICATION

FOR

LEAVE OF ABSENCE.

Indian Industrial School,

Carlisle, Pa. Agency,

June 5, 1903. 190

R.H. Pratt, Col. & Supt.
(Agent or Superintendent.)*Forwards application of*

Effie Moul

Asst. Matron

(Applicant's position.)

for Twenty One days' leave of absence,

with pay.

E.

REMARKS.

1. Applications for leave of absence must have the agent's and the superintendent's recommendation indorsed thereon, and, if favorable, it will be presumed that the application has been carefully considered and that the employee can be spared without additional expense to the Government.
2. Day school and temporary employees are not allowed leaves of absence with pay.
3. Where positions are abolished and the employees transferred to take effect before the beginning of annual leave previously granted, such leave is canceled. Applications can be renewed, however, after the employees have reported at their new post of duty.
4. All positions and salaries in the school service terminate June 30 each year. Should any position not be authorized for the ensuing fiscal year, the incumbent of such position is of course relieved from duty June 30, and has no claim against the Government for leave of absence or remuneration after that period.
5. Leaves granted to employees in advance of the receipt of information as to what positions will be authorized during the next fiscal year are subject to the explicit understanding that, should the services of such employee terminate prior to the expiration of such leave, the leave will expire with the termination of service.
6. Sundays and days declared to be public holidays by law or executive order will not be charged when included in annual leave with pay, but will be charged in all other leaves.
7. Applications for summer leaves must be forwarded not later than June 15.
8. Applicants must read Indian School Rules, 154 to 168.

Department of the Interior,

INDIAN SCHOOL SERVICE,

Indian Industrial School

CARLISLE, PA

School, June 5, 1903

The Honorable

The Commissioner of Indian Affairs.

SIR:

I have the honor to request a leave of absence for twenty-one (21) days, from 6th day of June to 30th day of June both inclusive, but excluding holidays and Sundays.

APPLICANTS WILL READ CAREFULLY REMARKS ON BACK OF THIS BLANK.

Very respectfully,

Effie G. Moul (Sign full name.)

Asst. Matron (Position of applicant.)

Respectfully forwarded. This applicant has been absent since January 1st of the present year, as follows: Annual leave, ... days; sick, ... days; without pay, ... days. This application is therefore ... approved, with recommendation that the same be ... granted with pay, for the following reasons:

Annual leave

Very respectfully,

R. H. Pratt

Col. + Supt. (Superintendent.)

I recommend that the above application be

U. S. Indian Agent.

* If leave of absence is asked at a time when the school is not in vacation, applicant will state here specifically the reason therefor.